



**Solicitation Information**  
**March 19, 2015**

**RFP# 7549430**

**TITLE: Prison Rape Elimination Act Certified PREA Auditor For Juvenile Facilities**

**Submission Deadline: April 17, 2015 at 2:00 PM (ET)**

PRE-BID/ PROPOSAL CONFERENCE: No
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>Monday, March 30, 2015 at 5:00 PM (ET)</b> . Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO
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Gail Walsh  
Chief Buyer  
Division of Purchases  
RI Department of Administration

Applicants must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **RFP #7549340: Certified PRE Auditor for Juvenile Facilities**

### **SECTION 1 -- INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Children, Youth and Families, is soliciting proposals from qualified individuals to conduct Prison Rape Elimination Act (PREA) audits for Juvenile Facilities in accordance with the terms of this Letter of Interest and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals (RFP), not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

#### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this LOI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this LOI will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this LOI, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this LOI will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this LOI will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.lambert@doa.ri.gov](mailto:Raymond.lambert@doa.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [Charles.newton@doa.ri.gov](mailto:Charles.newton@doa.ri.gov).
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. The successful offeror may be required to certify to the Rhode Island Department of Children, Youth and Families that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award.

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### **SECTION 2 -- BACKGROUND AND PURPOSE**

#### **BACKGROUND:**

Authority to Bill for Services:

Pursuant to Chapter 23 of the General Laws of the State of Rhode Island, the Department of Children, Youth and Families is authorized to provide a sum not to exceed \$12,300 for the cost of conducting Prison Rape Elimination Act (PREA) audits of three juvenile facilities identified in this RFP.

The Prison Rape Elimination Act (PREA) is a federal law enacted in 2003. PREA was created to eliminate sexual abuse in confinement. Federal funds were provided for research, programs, training and technical assistance to address sexual abuse.

In addition, the legislation mandated the development of national standards. The National Prison Rape Elimination Commission developed recommended national standards for reducing prison rape. The final standards became effective on June 20, 2012 when they were published by the Department of Justice. PREA standards were developed to help confinement facilities to prevent, detect, and respond to sexual abuse and harassment of residents. The standards are intended to:

- Assist agencies in establishing a zero tolerance policy of resident sexual abuse or harassment
- Increase accountability for sexual safety of those in contact with residents
- Afford agencies discretion and flexibility, to the extent feasible, in a way that meets the standards

The final PREA Standards include provisions that are specific to Audit and State Compliance:

- Standard 115.393 The agency shall conduct audits pursuant to Standard 115.401
- Standard 115.401 Frequency and scope of audits
  - During the three year time period starting August 20, 2013, and during each three year period thereafter, the agency shall ensure that each facility operated by the agency, is audited at least once;
  - During each one year period starting on August 20, 2013, the agency shall ensure that at least one third of each facility type operated by the agency is audited

The state operated facility to be audited will be the Department of Children, Youth and Families' (DCYF) Thomas C. Slater Training School for Youth (Training School). The two facilities operated by private organizations on behalf of DCYF will be the Ocean Tides – Narragansett Campus, operated by Ocean Tides, Inc., and the ACE Program, operated by the North American Family Institute, Inc. (NAFI).

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### Thomas C. Slater Training School for Youth (Training School)

The Training School is Rhode Island's only locked, secure facility for juveniles (male and female) detained and awaiting the disposition of the Rhode Island Family Court and for juveniles (male and female) adjudicated and sentenced by the RI Family Court to serve their sentence in a locked, secure rehabilitative setting. It is a 148 bed facility, with 160 beds for males and 12 beds for females. In state Fiscal Year 2013, 502 youth (unduplicated) were placed at the Training School, with 110 of those being adjudicated to the Training School. The average length of stay for adjudicated youth is 5.1 months.

### Ocean Tides – Narragansett Campus

Ocean Tides is a 35 bed residential & educational program licensed by the Rhode Island Department of Child, Youth, and Families (DCYF) for boys 13 - 18 years of age and certified by the Rhode Island Department of Education (RIDE) for general education and special education programming. The program, located in Narragansett, RI, was founded in 1975 to meet the needs of youth ordered by Rhode Island Family Court to residential placement. Ocean Tides offers residential, family, educational, and vocational services that are designed to implement a person-centered, individualized treatment plan for each youth and his family. Ocean Tides is accredited by the Commission on Rehabilitative Facilities (CARF) for Residential Treatment: Family Services (Juvenile Justice); and the New England Association of Schools and Colleges (NEASC) Commission on Independent Schools. Ocean Tides served 90 youth in fiscal year '13-'14 with an average length of stay of 193 days.

### NAFI ACE Program

The Adolescent Community Experience Program (ACE), located in Cranston, RI, is part of the NAFI/RI Network. It is a 22 bed treatment program for adjudicated male youth who are choosing to make positive changes in their lives. The residents served are primarily referred from the DCYF through the Training School and Juvenile Probation. Although locked, ACE focuses on exposing residents to the community as much as possible. The private/special education certified school is located within the building, and residents experience numerous educational and recreational field trips, shopping trips, and home visits while at the program. ACE also supports residents in seeking employment, licenses, or classes/training in the community. ACE strives to recognize the importance in believing that people can change, and provides an atmosphere that supports and encourages growth and positive risks. The average length of stay for residents is 6-9 months. For Calendar Year 2013, a total of 46 youth were served by the program

### Specific Requirements:

PREA standard 115.402 specifies that audits shall be conducted by a member of a correctional monitoring body that is not part of or under the authority of the agency; a member of an auditing entity such as an inspector general or ombudsman office that is external to the agency; or other outside individuals with relevant experience.

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Specific requirements are that the vendor be a Certified PREA Auditor for Juvenile Facilities. As a Certified PREA Auditor the vendor shall show that they were accepted and enrolled in the PREA Certified Auditor Training and completed the 40 hour training session. The vendor shall show proof that they passed an examination at the end of the 40 hour training session.

Under this proposal, preference will be given to those Certified PREA Auditors who are certified to conduct PREA Audits for Juvenile Facilities. Beyond these requirements, qualifications in terms of preference include:

- At least three years of auditing, monitoring, quality assurance, investigations, or subsequent similar experience with the facility type or set of standards in which certification is sought.
- A bachelor's degree from an accredited college or university and equivalent career related experience defined as five years of contemporary full time public safety experience.
- At least two references for professionals in the field.
- Passing a criminal backgrounds record check
- Individuals and or organizations who are located within the New England Region will be given priority.

### **SECTION 3 -- SCOPE OF WORK**

#### **REQUIREMENTS:**

General Scope of Work: Certified PREA Auditors will perform the PREA Audit of Rhode Island Department of Children, Youth and Families no later than August 20, 2015. The state operated facility to be audited will be the Department of Children, Youth and Families' (DCYF) Thomas C. Slater Training School for Youth (Training School). The two facilities operated by private organizations on behalf of DCYF will be the Ocean Tides – Narragansett Campus, operated by Ocean Tides, Inc., and the ACE Program, operated by the North American Family Institute, Inc. (NAFI).

#### **Specific Activities / Tasks:**

The Prison Rape Elimination Act Audit Process consists of three phases: Pre Audit, Audit and Post Audit.

#### **Pre Audit:**

- Initial audit review of RIDCYF Pre Audit Questionnaire: Juvenile Facilities. The Pre Audit Questionnaire will be forwarded by the RIDCYF PREA Coordinator no less than six weeks prior to the first facility audit. The auditor will review the RIDCYF, NAFI and Ocean Tides responses to the Pre Audit Questionnaire and conduct follow up calls with the PREA Coordinator as well as designated PREA Compliance Managers to get clarification and explain the audit process
- Auditor shall review the submitted RIDCYF Questionnaire, Facility Specific Questionnaires and relevant policies and procedures specific to audit
- Auditor based on review of Pre Audit Questionnaire shall begin Auditor Compliance Tool



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### Audit:

- Auditor shall conduct facility tours, specific to PREA Audit requirements. Each area of the facilities shall be observed as the PREA standards require. The auditor shall pay attention to:
  - How well the residents are supervised
  - How cameras and/or other monitoring technologies are used
  - Blind spots and other indicators that an area of the facility is not monitored in a way that keeps residents safe from sexual abuse
  - It may be necessary to go back and look at areas of the facility after the tour if a review of investigative files, other documentation, interviews lead the auditor to have questions about safety and/or supervision
- Additional review of documents
- Staff interviews utilizing PREA Interview Questions specific to the following positions:
  - DCYF Director, Ocean Tides Executive Director, NAFI Regional Director
  - PREA Coordinator
  - PREA Compliance Managers for each Facility
  - Training School Superintendent, Ocean Tides Residential Director, NAFI ACE Program Director.
  - Random selection of staff from each facility
  - Specialized staff from each facility
    - Example: Investigators, Medical/Mental Health, Training
- Resident interviews from each facility
  - Auditor shall interview a minimum of 10 residents during the audit visit. The residents will be randomly chosen by the auditor from a list of all the residents in the facilities.

### Post Audit:

- Completion and submission of Auditor Compliance Tool. Response for each measure based upon:
  - Review of policy and procedure
  - Review of documentation
  - Review of data
  - Interviews with staff and residents
  - Tour of facility
- Auditor will upload additional documentation gathered from the outside
- Determination of compliance for each standard. The auditor shall provide commentary with justification for decisions
- Issuance of Auditor Reports for each facility.
- If the RIDCYF, NAFI and/or Ocean Tides are found to have not met one or more PREA standards, a 180 day corrective action period begins for each facility. The auditor and the RIDCYF, NAFI and/or Ocean Tides, will work together to develop a plan(s) to achieve compliance with those standards that were not met. The auditor shall verify implementation of the corrective action plan(s) within this 180 day period, issue a final determination and complete a final PREA audit report. If no corrective action plan(s) is required, the auditor shall provide final reports for each facility at the end of the PREA audits.

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Deliverables: For each facility identified within this LOI, the Auditor shall:

- Identify non-compliance issues as to standards as appropriate;
- Develop corrective action plan(s) with RIDCYF, Ocean Tides and NAFI as necessary;
- Verify effective implementation of corrective action plan(s) within the 180 day period; and,
- Issue a final reports which includes the PREA Audit: Auditor's Summary Report Juvenile Facilities for each facility.

### RIDCYF, NAFI and Ocean Tides Responsibilities:

The RIDCYF PREA Coordinator shall forward the PREA Audit: Pre Audit Questionnaires Juvenile Facilities to the PREA Auditor no less than six weeks prior to the first audit.

The RIDCYF PREA Coordinator and PREA Compliance Managers shall be available for any follow up calls during the pre audit phase to provide clarification and explanation of the audit process by the PREA Auditor.

The RIDCYF PREA Coordinator and PREA Compliance Managers shall provide any additional documents relevant to the audit process.

The RIDCYF PREA Coordinator and PREA Compliance Managers will coordinate with the PREA Auditor for the site visit(s) and facility tours.

Provide listing of residents so that the PREA Auditor may randomly select residents to be interviewed.

Contractor Responsibilities: Contractor (Auditor) provides all associated clerical work – anything that may not be clear from the Specific Activities / Tasks section above.

Security Requirement: The Auditor and/or any employees of the Auditor or his/her agency who must gain entrance into any facilities are subject to national fingerprint background checks at the expense of the Auditor and/or his agency; the Department of Children, Youth and Families retains the right to refuse entrance to contractor employees with felony convictions in accordance with Rhode Island laws and regulations regarding criminal background checks relevant to DCYF. Said individuals are also subject to a DCYF Clearance of Agency Activity and, if accessible, a child abuse/neglect clearance from the child welfare agency in which the individual resides; the Department of Children, Youth and Families retains the right to refuse entrance to any individuals who have substantiated/indicated findings of child abuse/neglect in Rhode Island or their home state. Access to juvenile facilities also requires adherence to facility security rules as far as property search, contact with residents, etc.

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### **SECTION 4 -- TECHNICAL PROPOSAL**

Narrative & format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – {Example: Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience.
2. Capability, Capacity, and Qualifications of the Offeror – Provide a detailed description of the Vendor's experience. A list of relevant client references (at least two) must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.}
3. Work Plan –Describe in detail, the framework within which requested services will be performed consistent with General Scope of Work and Specific Tasks and Responsibilities
4. Approach/Methodology –Define the methodology and procedures to be used.

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5.

**SECTION 5 -- COST PROPOSAL**

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

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### **SECTION 6 -- EVALUATION AND SELECTION**

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 56 (80%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Children, Youth and Families reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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### **SECTION 7 -- PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549430** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {an original (1) plus four (4) copies} should be mailed or hand-delivered in a sealed envelope marked “**RFP #7549430 PREA Certified Auditor for Juvenile Facilities**” to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please include with original proposal only.**

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3. A letter of transmittal signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A separate, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

### **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.